



**LTAN Steering Committee Meeting Minutes**

**October 22, 2020**

**2:30 pm**

Chairperson Alecia Craighead called the meeting to order at 2:45 pm. Attendance was taken and quorum was established.

**Attending:**

At Large – Alecia Craighead, Jeremy McBride  
Alliance 3 – Brett Wendel  
Alliance 4 – Wayne Hough  
Alliance 5 –  
Alliance 6 – Shawn DeHaven  
Alliance 7 – Cheryl Patterson  
Alliance 8 – Matthew Van Epps  
Alliance 9 – Matthew Inyart, Leslie South  
Alliance 10 – Steve Jobe

Absent Committee Members: Pat Rees (At Large), Emily Gibson (Alliance 3), Caroline Lansdell (Alliance 4), Barbara Broersma (Alliance 5), Ann Reed (Alliance 5), Lisa Cowell (Alliance 6), Kristen Luttrell (Alliance 7), Andrew Milligan (Alliance 8), Virginia Mayfield (Alliance 10)

DOHR: Derrick Hines (absent) and Sharon Buwalda (absent)

➤ **Chair Comments**

➤ Welcome

➤ **Approval of September 24, 2020 Minutes**

➤ Approved by unanimous voice vote.

➤ **Committee Updates**

➤ **LTAN Luncheon Committee**

▪ No updates at this time.

➤ **LTAN Service Committee**

▪ No updates at this time.

➤ **LTAN Promotion and Engagement and LTAN Communications**

▪ No updates at this time.

➤ **LTAN Repository**



- No updates at this time.

➤ **Treasurer's Report**

- Account Balance is \$98.20.

➤ **LTAN Steering Committee Election Update**

- Includes At-Large (Alliances 1-4), Alliances 5,6,7,9,11
- One alliance is void of nominations
- Elections will take place prior to next meeting
- By-laws will need to be amended due to term limits and lack of nominations
- Discuss at next meeting

➤ **Virtual LTAN Symposium**

- Theme – provided by Lisa Cowell. Possible options:
  - Effective Leadership in a Virtual Workplace
  - Self-Leadership in a Virtual Environment
  - Thriving in an Uncertain, Complex Environment
  - Adapting and Changing in a Virtual Workforce
  - Communicate, Manage and Model Your Potential
- Proposed combining some of the themes. What are they going to get by attending this event? How do you lead in a virtual environment? Making an impact in a virtual world.
- “Making a Real Impact in a Virtual Environment” with a couple of sub-themes/components; could include how to build relationships and technology.
- Approved as the theme for the LTAN Symposium by unanimous voice vote.
- LEAD Talks/Toastmasters/Speakers
  - Brett discussed proposing using this as a marketing opportunity for groups to talk to a specific leadership topic and how their program could help with the topic.
  - Microsoft Teams Tips/Tricks could be helpful.
  - Need short and long opportunities (5 mins to 20 mins). Open to longer duration for session if possible. Total duration of event could be 3-4 hours.
- Ideas on celebrities?
- Platform
  - WebEx, MS Teams, Zoom are options. WebEx was recommended and the group concurred.



## ***LEAD TN Alumni Network***

- Mixers/Networking
  - “Where’s Your LEAD?” Participants would have on video, find LEAD TN related items. Message the group/host, hand raising, or have them send photo to LTAN Steering Committee e-mail.
- Event Preparation
  - Conduct dry run(s) prior to event to verify transitions, videos, breakout sessions, moderator involvement, etc. WebEx events has ability to do breakouts and have moderators.
- Technology
  - WebEx Event account – all WebEx accounts have it.
  - List of who is doing what is needed – panelist, moderator, etc.
  - Dry run recommended; have items ready two weeks prior to event.
  - Create agenda
- **LEAD Tennessee Excellence Award**
  - Discussed funding the award. Matt Inyart needs name/what is wanted to determine options.
  - Nominations are needed 2-3 months prior to award. Last year’s award was done in approximately 1 month. Aim for 2 months ahead of time.
- **New/Other Business**
  - Repository update – Brett has met with Sharon B. DOHR would be the owners of the SharePoint site and access for the site is to be determined. He will be checking in periodically for status updates.
- **Adjournment of Steering Committee Meeting**
  - The meeting was adjourned at 3:31 pm.

***Next Scheduled Meeting is November 19<sup>th</sup> at 2:30 pm via WebEx/Phone***